



**Administrative Support Worker**  
(Human Resources Division Only))  
**Part-Time**  
(Less than 1,000 hours per fiscal or calendar year)

November 13, 2006

**SALARY:** \$8.00 to \$12.00 per hour

**FINAL FILING DATE:** Application materials must be received by the Human Resources Division no later than 5:00 p.m. on November 20, 2006. Applications received after this deadline will be rejected. Application materials may be obtained between the hours of 8:00 a.m. to 5:00 p.m. from the **HUMAN RESOURCES DEPARTMENT, 221 WEST PINE STREET, LODI, CA 95240**. To request applications by phone please call (209)333-6704. TDD (209) 333-6853. [www.lodi.gov](http://www.lodi.gov)

**THE POSITION:** Under general supervision, will provide a variety of clerical and administrative office support duties in the Human Resources Division, including receptionist and customer service duties; public contact; document preparation, file maintenance, data entry, and word processing. The ideal candidate will have knowledge in modern office practices, procedures, and methods with excellent spelling, grammar, and punctuation skills including basic mathematics. Must have experience in Microsoft Office.

**WORKING HOURS:** Standard hours of work are from 8:00am – 12:00pm Monday through Friday.

**MINIMUM QUALIFICATIONS:**

**Education:** Equivalent to a High Diploma

**Experience:** Proven work experience in a Human Resources Department.

**License:** Upon appointment, applicants may be required to possess a valid driver's license (Class C)

**Additional Requirements:** You must be at least 18 years of age

**INTERVIEW PROCESS:**

Candidates considered to be among the most qualified will be invited to participate in an interview. Fingerprints and/or background clearance is part of the testing process.

**Evaluation of Qualifications:** Application materials and resumes will be screened to determine if applicants are considered to be among the most qualified as outlined on the job announcement. Only applicants who are among the most qualified will be invited to participate in the testing process. Resumes may not be substituted for a completed application.

**Equal Opportunity Employer**

**EQUAL OPPORTUNITY EMPLOYER** - The City of Lodi is an equal opportunity employer and is committed to a policy of fair employment practices regardless of race, color, ancestry, national origin, religion, sex or sexual orientation, marital status, age, mental or physical disability or perceived disability, medical condition, pregnancy, political affiliation or belief, or other unlawful discrimination.

**AMERICANS WITH DISABILITIES ACT** - In compliance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act, the City of Lodi provides reasonable accommodation for qualified individuals with disabilities. Individuals with disabilities requiring accommodations must contact the Human Resources Division upon application submittal to confirm the request.

**CRIMINAL BACKGROUND INFORMATION** - City of Lodi is authorized and required by the state of California to access Local, State, and/or Federal criminal history as part of the testing process. This process can be completed by initial fingerprinting and/or a full background investigation pursuant to Penal Code §11105(b)(10), §11105.3, §13300(b)(10); Education Code §10911.5; Public Resources Code §5164) and in compliance with the City of Lodi's Fingerprinting Policy and Procedure. As a future employee or volunteer, you are required to be fingerprinted and processed through the Department of Justice and cleared before you can start. All information obtained will be kept in strict confidentiality.

**HIRING PROCEDURE** - Applicants must possess the minimum qualifications by the final filing date. Eligible lists are established upon successful completion of the selection process. The candidates must be successful in each part of the testing. To fill each vacancy the hiring department will request names to be certified from the eligible list and will make a selection from this certification list.

**CONDITIONAL JOB OFFERS** - Conditional job offers are subject to successful completion of a medical drug screen and/or physical. **Candidates should not quit or give notice to their current employer until final notification has been awarded by the Human Resources Division.**

**MEDICAL-DRUG SCREENING** – All positions may be subject to a physical or drug screen issued by a qualified medical physician assigned by the Human Resources Division. Under the requirements of the Drug Free Workplace Act of 1988, the City of Lodi has been designated as a drug-free workplace.

**APPOINTMENT** - At the time of appointment all candidates will be required to execute an oath of allegiance and complete Form I-9 - Employment Eligibility Verification in compliance with the Immigration and Naturalization Act. United States citizenship is not required. All new appointees are required to successfully complete a probationary period of twelve months.

**PAY RANGE** - The pay range is shown on the job announcement. Eligibility for the first merit increase is effective after 12 months and for additional merit increases after one year intervals until the employee has reached the maximum step. The City does not participate in Social Security except for the required Medicare contribution. The City participates in Public Agency Retirement Services (PARS). PARS is an alternative retirement plan to Social Security for part-time, seasonal, and temporary employees.

**IMPORTANT NOTE:** This bulletin does not constitute an expressed or implied contract.

